



School of Access  
Community Learning Partnerships  
**COMP 040 S16**  
Intermediate Computer Studies  
**Course Outline – Fall 2015**



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**Class Hours:** Tu/Th 9:30-11:00    **Office Hours:** By Arrangement

### **Calendar Description**

Intermediate Computer Studies will further develop the computer skills introduced at the fundamental level. The goal of the course is to help adult learners see the computer as a tool and help them become more self-confident and function more efficiently with it in both the college and work environment

(<http://camosun.ca/learn/calendar/current/web/comp.html>).

### **Prerequisite(s):**

- Fundamental English or equivalent
- Fundamental Computer Studies or equivalent.

### **Required Materials**

- (a) Texts: Materials will be available in the online classroom.
- (b) Other: USB memory stick

### **Access Required to the Following Computer Equipment**

- (a) A reasonably up-to-date computer running Windows XP, Vista, or Windows 7 and MS-Office that allows student access to electronic storage. While the course is designed for Windows-based computers, Mac and Linux-based computers may also be used.
- (b) A high speed (broadband) Internet connection.

### **Course Content and Schedule (Self-paced Instructions)**

Classes are held in the VNFC computer lab every Tuesday and Thursday morning from 9:30 to 11:00am, starting September 8th and ending on December 17th. This course is designed to be completed in four month school term. Students are expected to spend a minimum of 10-12 hours per week in online and study time.

### **Intended Learning Outcomes**

The students will be able to demonstrate the following skills:

1. Keyboarding
  - i. Use correct touch typing techniques and procedures
  - ii. Demonstrate proper ergonomics
  - iii. Achieve an adjusted typing speed of 20 wpm
2. Introduction to Computers
  - i. Review the basic knowledge of computers covered in the fundamental course.

- a. List the basic parts of a computer system (system unit, monitor, keyboard, mouse, USB port, and printer)
  - b. Demonstrate the ability to properly start and shut down a computer system
  - c. Demonstrate the ability to start and close a program
  - d. Describe an electronic storage device stick and its care and limitations
  - e. Use advanced mouse features
  - f. Demonstrate the ability to operate a printer (power on, put on line/off line and load paper)
- ii. Develop knowledge of the evolution of computer technology and the range of applications in society
  - iii. Describe commonly used computer terminology and acronyms
  - iv. Describe the difference between hardware and software
3. Operating System
- i. Describe the basic operations of an operating system (launching applications programs and managing system resources)
  - ii. Demonstrate the ability to correctly name and locate files
  - iii. Demonstrate the ability to perform basic file operations using the operating system (copy, move, delete and rename)
4. Microsoft Office – Word Processing
- i. Review word processing skills covered in the fundamental course:
    - a. Create a new document
    - b. Edit a document
    - c. Save a document to an electronic storage device
    - d. Print a document
    - e. Retrieve a document from an electronic storage device
    - f. Use tools such as a spell checker or thesaurus
  - ii. Format a page using basic page layout properties (margins, justification, boldfacing and line spacing)
  - iii. Demonstrate the ability to use help features and tutorials
  - iv. Create headers, footers, and page numbering
  - v. Create tables, columns, page, and section breaks
  - vi. Import information from other sources such as graphs, graphics, spreadsheets, databases and the Internet.
5. Electronic Communication
- i. Browse and search the Internet
  - ii. Send and receive email with file attachments
  - iii. Recognize computer viruses and develop strategies to deal with them
  - iv. Use College's online registrations system
  - v. Use College's online library system
  - vi. Demonstrate the ability to participate in an online course.

## Course Requirements

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Students will complete all assignments and quizzes outlined in the course Content, which is accessed through the course Home Page. The assignments will cover the following activities:

	Activity	Description
0	<b>Getting Started</b>	What you should know and do to start this course
1	<b>Keyboarding</b>	Practice with typing tutor program
2	<b>Knowledge of Computers</b>	Demonstrate how to operate Microsoft Windows.
3	<b>Microsoft Office or Google Docs</b>	Practice basic word processing skills Perform basic spreadsheet operations Prepare and deliver a presentation using a computer
4	<b>Electronic Communication I</b>	Browse the Internet as well as initiate and respond to emails and discussion group journal messages. Recognize computer viruses and develop strategies to deal with them

## Basis of Student Assessment (Weighting)

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A portfolio collection of your discussion group journals, email interactions, assignments and quizzes will be used in the final assessment for the course.

## Competency Based Grading System

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### Grade Description

- COM The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
- DST The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
- NC The student has not met the goals, criteria, or competencies established for this course, practicum or field placement.

## **Recommended Materials or Services to Assist Students to Succeed Throughout the Course**

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### **LEARNING SUPPORT AND SERVICES FOR STUDENTS**

There are a variety of services available for students to assist them throughout their learning. This information is available in the College Calendar, Registrar's Office or the College web site at:

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<http://www.camosun.ca>

### **STUDENT CONDUCT POLICY**

There is a Student Conduct Policy. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section, or the College web site at:

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<http://camosun.ca/about/policies/education-academic/e-2-student-services-&-support/e-2.5.pdf>

### **STUDENT GRADING POLICY**

A new student grading policy is in effect for students in the School of Access. This information is available in the College Calendar, Registrar's Office or the College web site at:

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<http://camosun.ca/about/policies/education-academic/e-1-programming-&-instruction/e-1.5.pdf>

### **ACADEMIC PROGRESS POLICY**

There is an Academic Progress Policy designed to enhance a learner's likelihood of success. Students should become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section or the College web site at:

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<http://camosun.ca/about/policies/education-academic/e-1-programming-&-instruction/e-1.1.pdf>